
Auburn University Job Description

Job Title: **Dir, Special Events**

Job Family: No Family

Job Code: **EA62**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

Job Summary

Directs a wide range of special events in support of the Office of the President, Board of Trustees Office, and the Auburn University Campus and community at large designed to enhance the image and mission of the University and increase meaningful interaction among administration, students, faculty/staff, alumni and friends.

Essential Functions

1. Provides full operational oversight to a wide range of special events, including but not limited to: donor relations, faculty/staff and student events, President's Suite for home football games, ceremonial and awards events and community relations events. Responsible for directing programming, contract and vendor management, logistics, décor, venue management, event operations, and event staff. Collaborates with internal/external clients to define overall event strategies. Defines and monitors event outcomes, ensuring goals are achieved and/or exceeded. Prepares event briefings in a timely manner for the Office of the President and Board of Trustees Office.
2. Directs the daily operations of Special Events to include oversight and input to all event planning. Regularly updates key stakeholders on event plans. Provides regular oversight and direction to key stakeholders using the Campus Event Planning System (CEPS).
3. Serves as primary event contact for campus clients and community. Collaborates with committees, groups and individuals to ensure effective planning, policy and procedural oversight and protocol is achieved in the execution of each event. Provides effective contract management when needed.
4. Collaborates with the Executive Director on developing and monitoring budgets for special events. Creates regular reports as required
5. Effectively manage event related inventory supplies. Creates regular reports as required. Actively monitors event venues, including the President's Home and President's Suite, ensuring all are well maintained, clean, and secure. Develops and oversees a schedule of activity as it relates to event set up, breakdown, and day-to-day event related activity.
6. Oversees event schedule and master event campus calendar ensuring accuracy. Informs and updates the President's Office and Board of Trustees Office regarding event details, location, scheduling, and venues
7. Oversees event staff to include assignments and responsibilities, scheduling, training, event and performance reviews. Effectively manage employee relations.
8. May perform other duties as assigned.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Event Planning, Hospitality Management, Public Relations, Public Administration, Business, Communication, or relevant field.
Experience (yrs.)	5	Professional level experience managing events and hospitality in a corporate or higher education setting to include budgeting, inventory, scheduling, and strategic planning. Experience must include supervising or leading staff.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of event management and hospitality management, budgeting principles, contract management, Microsoft Office, vendor management, and event protocol and etiquette knowledge.

Ability to communicate effectively, maintain complex scheduling and calendars, strong interpersonal and organizational skills.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/26/2018
